



May 11, 2006

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FROM: Kevin J. Dayton  
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SUBJECT: *Prime Contractor Performance Report Summary*

**Reports received for all projects between January 1, 2006 and March 31, 2006.**

For the period of January 1, 2006 to March 31, 2006, 34 Prime Contractor Performance Reports were received and reviewed by the PCPR committee. The Final completion dates for the projects represented by these reports ranged from 9/9/99 to 12/16/05.

For this review period:

- Three Reports had an overall superior score and congratulatory letters were sent.
- Below standard scores were received on three reports, no warning letters were sent.
- The overall average score of the PCPR for this period is 112.70

**Data Received**

<i>Final Prime Contractor Performance Reports received</i>	34
Appeals received	0
Interim reports received	1
Reports with an overall standard rating and one or more below-standard elements.	9
Average rating of reports received	112.70

**Informal Actions**

Number of reports with an overall superior rating (130 or above). Letter Sent	3
Number of reports with an overall below-standard rating (less than 100).	3
Warning letters sent	0
Number of firms awarded an additional project after a below-standard report.	0
Letters of concern sent	0

**Formal Actions**

Contractors placed in conditional status	0
Contractors currently in conditional status	2
Contractors denied increase in work-class rating	0
Contractors denied increase in maximum bidding capacity	0
Contractors denied a bid proposal	0
Contractors denied prequalification	0
Prequalification Revoked	0
Prequalification Currently Revoked	2

**Data Received**

**Reports received**

This is the total of all reports received in Headquarters Construction during the reporting period. These reports are due at Headquarters Construction within 45 days of final completion and, although received, not considered final until reviewed by the panel.

**Appeals received**

This includes all appeals received from the Contractor to completed reports. In order to be valid, the Contractor must appeal in writing to the Regional Administrator (RA) within 20 calendar-days of receipt of the report and ultimately to the Secretary within 10 calendar-days of the receipt of the RA's response.

**Reports with overall standard ratings with one or more below-standard elements**

This is the number of reports with an overall rating of standard or above, but with at least one below-standard rating in the sections of Administration, Management, and Supervision, Quality of Work, Progress of Work, or Equipment.

**Average rating**

This is the arithmetic average of all reports received during the reporting period.

**Informal Actions**

**Superior reports**

The total number of reports in the reporting period with an overall superior rating. A superior rating is an overall score of 130 or above.

**Congratulatory letters**

In each of the cases of a Contractor receiving an overall score of 130 or above, a letter is sent commending them on their efforts on that project. This letter is intended to recognize the firm for achieving the outstanding rating and to encourage this type of performance.

**Below-standard reports**

The total number of reports in the reporting period with an overall below-standard rating. A below-standard rating is an overall score of less than 100.

**Warning letters**

In each of the cases of a Contractor receiving an overall rating below 100, a letter is sent to the firm highlighting the general failure to achieve an acceptable level of performance on the project. This letter highlights the fact that similar occurrences of this type of performance will be addressed through a conditional status of prequalification. Under conditional status of prequalification, the Contractor must petition the Secretary of Transportation in order to receive a bid proposal.

**New awards after a below-standard report**

The number of times a contractor receives an award of a new project after receiving a below-standard score on a previous project.

**Letters of concern**

In each case where the same contractor is successfully awarded a contract after receiving an overall rating of less than 100 on the previous project, a letter of concern is sent to both the Contractor and the Project Engineer on the upcoming project. The purpose of this letter is to highlight shortcomings on the previous project and to provide a subject of discussion to ensure a similar situation is avoided. Prior to this letter being sent, a phone call is made to both the Contractor and the Project Engineer to advise them that this letter is coming and to ask them to use it as a tool to ensure a successful project.

### **Formal Actions**

#### **Contractors placed in conditional status**

The number of times that Contractors are placed in conditional status as a result of reports with overall below-standard performance scores. A conditionally qualified Contractor will be denied bidding proposals while in that status but may receive, at the discretion of the Secretary, a bidding proposal for one project at a time until such time they receive an overall standard or above score on an interim or Final Prime Contractor Performance Report.

#### **Contractors currently in conditional status**

The number of Contractors that are currently in conditional status as a result of reports with overall below-standard performance scores. Should performance on the next project continue to be below standard, the Contractor's prequalification status may be revoked for a period of one year.

#### **Contractors denied increase in work class**

The number of times that Contractors were denied an increase in work classes based on work performed on a contract that received a below-standard performance rating. The work-class rating is derived by multiplying a factor of 2.5 times the dollar-value of work successfully completed within a work class on a single project. Had the overall performance score been standard or above, they would have been eligible for an increase.

#### **Contractors denied increase in maximum bidding capacity**

The number of firms that are denied an increase in maximum bidding capacity based on an unsatisfactory performance report. Maximum bidding capacity is derived by multiplying a factor between 5 and 7.5 times the firm's net worth. All prequalified firms start with a factor of 5. They are eligible for an annual .5 increase in the factor if they have successfully completed a project for WSDOT in excess of \$50,000 within the current prequalification year. An overall below-standard performance score within the prequalification year is cause for denial of an increase.

#### **Contractors denied a bid proposal**

Contractor did not have a sufficient work class rating and was denied an increase based on work performed on a project that received an overall below standard performance score.

#### **Contractors denied prequalification (past performance)**

The number of times that Contractors were denied prequalification for one year based on multiple overall below-standard performance reports on previous WSDOT contracts.

#### **Prequalification Revoked**

The number of contractors who's prequalification is currently in revocation status.

*Prime Contractor Performance Report Summary*

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